



LIBRARY OF VIRGINIA

SERIALS ACQUISITIONS TECHNICIAN

Position #00133 (Full-Time), Pay Band 03

Library Specialist I; 29051

Salary Range \$31,261 - \$40,265 (commensurate with experience)

Open to the General Public

Open Until Filled

The Library of Virginia Acquisitions & Access Management manages the acquisition, processing, cataloging, reformatting, and general care of all published library materials, including books, serials, microforms, and online materials; ensures the completeness and accuracy of online catalog records; and provides cataloging and other resources for traditional and innovative access to rare library collections, including rare books, graphic materials, ephemera, and maps as well as remote digital resources. The department supports the congressionally designated Federal Depository Library and serves as administrator of the State Publications Depository Program.

The Acquisitions & Access Management Services team is seeking a Serials Acquisitions Technician, Library Specialist I, to coordinate the checks-in and routes current periodicals, newspapers, and microfilm on a daily basis. Applies standard Library procedures for updating serial holding records, claiming missing issues, creating, or editing prediction patterns. Prepares serial issues for binding. Verifies missing issues, prints, and submits (electronic or print) claim letters to Ebsco or publishers. Organizes quarterly and annual newspaper filming project. Assists with processing quality control. Assists with special projects as needed.

The Library of Virginia is an equal opportunity employer and is committed to hiring a diverse and inclusive workforce that is reflective of the Commonwealth of Virginia. To be successful in this position, in addition to the qualifications listed, you will need to value working for an agency that fosters a diverse, open, inclusive, team-oriented work environment. All qualified applicants are afforded equal opportunities without regard to race, sex, color, national origin, religion, sexual orientation, gender identity, age, veteran status, political affiliation, genetics, or disability (except where physical requirements are a bona fide occupational qualification). Minorities, individuals with disabilities, veterans, and people with National Service experience are encouraged to apply.

BENEFITS

The Library of Virginia offers a strong benefits package complete with 12 paid holidays, annual leave, family, and personal leave, paid sick leave, parental leave, short- and long-term disability, retirement, deferred compensation, flexible work schedule, and much more.

Qualified state employees may be eligible for student loan forgiveness through the Federal Public Service Loan Forgiveness Program (PSLF). As a full-time employee with the Library of Virginia, you may be able to take advantage of this program! Visit the Public Service Loan Forgiveness Program site at <https://studentaid.ed.gov/sa/repay-loans/forgiveness-cancellation/public-service> for more information including eligibility requirements.

CORE RESPONSIBILITIES

35% - Serials Check-in & Holdings Maintenance;

35% - Serials Claims;

15% - Bindery & Reprocessing;

10% - Newspaper Filming; and,

05% - Support Services & Projects.

REQUIRED QUALIFICATIONS

- Considerable knowledge of standard library operations and automated library technical systems;
- Considerable knowledge of bibliographic serials controls and MARC serial holdings formats;
- Demonstrated ability to do detailed work accurately, and to understand and follow established procedures;
- Demonstrated ability to organize complex projects and to meet deadlines; and,
- Demonstrated ability to work effectively both independently and as a team member.

PREFERRED QUALIFICATIONS

- High school graduation or equivalent; and,
- Work experience in a library or an automated office environment.

An equivalent combination of education, training, and experience may substitute for educational requirements.

APPLICATION INSTRUCTIONS

To apply, candidates must submit a completed Virginia state employment application online at <https://www.jobs.virginia.gov/jobs/serials-acquisitions-technician-richmond-virginia-united-states> for position #00133. **This position is open until filled. Applications will be accepted until a suitable pool of candidates is received. After 5 business days, this position may be closed at any time.** Questions should be directed to humanresources@lva.virginia.gov. Please visit our website at www.lva.virginia.gov for additional information about the agency.

Fax, e-mail, or mail applications will not be accepted. The online state application must contain all required information and fully respond to questions to be considered for this job opportunity. For assistance or computer access, please visit your local Virginia Employment Office or contact humanresources@lva.virginia.gov.

In support of the Commonwealth's commitment to inclusion, we are encouraging individuals with disabilities to apply through the Commonwealth Alternative Hiring Process. To be considered for this opportunity, applicants will need to provide their Certificate of Disability (COD) provided by a Vocational Rehabilitation Counselor within the Department for Aging & Rehabilitative Services (DARS), or the Department for the Blind & Vision Impaired (DBVI). Veterans are encouraged to answer Veteran status questions and submit their disability documentation, if applicable, to DARS/DBVI to get their Certificate of Disability. If you need to get a Certificate of Disability, use this link: <https://www.vadars.org/drs/cpid/PWContact.aspx>, or call DARS at 800- 552-5019, or DBVI at 800-622-2155.

In compliance with the Americans with Disabilities Act (ADA), the Library of Virginia will provide, if requested, reasonable accommodations to applicants in order to provide access to the application and/or interview process. If you require accommodations, please contact the Office of Human Resources at humanresources@lva.virginia.gov.

An EEO/AA/ADA Employer

SPECIAL REQUIREMENTS

The Library of Virginia will record information from each new employee's Form I-9 (Employment Eligibility Verification) into the Federal E-Verify system to confirm identity and work authorization.

Sponsorship will not be provided for this position now or in the future. Confirmation of eligibility to work will be required at time of hire.

The selected candidate must successfully pass a criminal background check. A record of criminal history does not automatically bar an applicant from consideration.

Employment verification and reference checks, to include current/previous supervisors, will be conducted.

Questions should be directed to the Office of Human Resources at (804) 692-3582 or humanresources@lva.virginia.gov. Please visit our website at <http://www.lva.virginia.gov> for additional information about the agency.